Homeworking Policy

The organisation promotes flexible working for staff in all jobs and all grades and, where appropriate, will agree to an employee working partly or wholly from home, provided that such an arrangement is suitable for both parties and is likely to facilitate effective and efficient working.

Individual requests for homeworking will, however, need to be reviewed on their own merits and agreement to a specific request will depend on an objective assessment of whether or not the employee's work can be done from home without any detriment to the organisation's productivity or [client/customer] relations. As every job is different and every employee is different, the organisation cannot guarantee that it will agree to every employee's request to work from home.

Employees who are considering putting in a request to work from home should consider whether or not their skills and attributes include:

* self-discipline;
* the ability to work without direct supervision;
* good organisational skills;
* the ability to manage time effectively; and
* an ability to cope with the potentially conflicting demands of work and family.

This policy aims to describe the working arrangements that will apply when it is agreed that an employee will work from home.

**Pay**

Employees who work from home will be paid a fixed weekly or monthly [wage/salary] for a defined number of hours of work, with provision for overtime only by agreement.

[OR

Employees who work from home will be paid a "fair piece rate" for each item produced [piece of work completed] in which case the organisation will define a minimum and maximum amount of work to be completed each week.]

**Hours of work**

Homeworkers are not subject to fixed hours of work and are free to perform the agreed [number of hours/work] at times that suit them. There are, however, core hours during which homeworkers must be available either to respond to telephone calls/email or to meet with the organisation. These core hours are [9.30am to 11.30am and 2pm to 3.30pm].

[The organisation will normally expect a homeworker to contact their supervisor [once a day/twice a week] ].

Homeworkers must ensure that they take adequate rest breaks as required by the Working Time Regulations 1998. They must:

* take a break during each working day of at least 20 minutes, during which they must stop work;
* ensure that they have a daily rest break of at least 11 continuous hours, ie the time period between stopping work one day and beginning work the next day must not be less than 11 hours; and
* have at least one complete day each week when no work is done.

**Visits to the organisation's premises**

Homeworkers are required, on request, to attend the workplace for purposes such as training, performance assessment and team briefings. This will normally not be more frequent than [one day per week/half a day per month/one day per month/two days per month] and the dates and times of such visits will be agreed in advance. The employee will be paid for time spent at the workplace on such visits.

**Visits to the employee's home**

The organisation reserves the right to visit the employee at home at agreed times for work-related purposes, including health and safety matters. It is a condition of any homeworking agreement that the employee agrees to accept visits from management in their home. Such visits will be for the purposes of:

* delivering and collecting work;
* providing a channel for reporting;
* performance monitoring and feedback;
* general discussions about work-related matters;
* ensuring health, safety and security; and/or
* any other work-related purposes that the organisation considers appropriate.

**Equipment and materials**

It is the organisation's policy that all equipment, including computer equipment, and materials necessary for the employee to work from home will be provided to the homeworker by the organisation and maintained (and replaced when necessary) by the organisation.

It is the homeworker's duty to ensure that proper care is taken of equipment and materials provided by the organisation.

Specifically, the organisation will provide to the employee [list the appropriate items, and expand on them as necessary]:

* [a [laptop] computer;
* a printer;
* a photocopier;
* a scanner;
* a mobile telephone; and
* a filing cabinet.]

[OR

The homeworker will be responsible for buying/renting all equipment and materials (with the exception of stationery and postage) required for the performance of their duties for the organisation.]

On termination of the employee's employment for any reason, the organisation will have the right to visit the employee's home at an agreed time and retrieve [all/any] equipment, furniture, materials and documents belonging to the organisation.

**Telephone and internet accounts**

[The [organisation/employee] will pay the costs of connection fees for all telephone and internet connections in the employee's home.]

The organisation will reimburse the employee for all telephone and internet accounts associated with the use of the employee's telephone and computer used in connection with the organisation's business.

[The organisation will pay all charges on the mobile phone provided by the organisation to the homeworker, with the proviso that the mobile phone must be used only for work-related purposes.]

**Stationery and postage**

Homeworkers should obtain receipts for any stationery purchased and any items posted in the course of their work and reclaim the costs from the organisation once a month, using the organisation's expenses claim procedure.

**Security**

[The homeworker must carry out work for the organisation in a room used only for that purpose and must not allow members of their family or third parties who are not employed by the organisation to access or use the organisation's equipment.]

[An employee who works from home must also agree not to smoke in the room where the work is carried out.]

Employees who work from home are responsible for keeping all documents and information associated with the organisation's business secure at all times. Specifically, homeworkers are under a duty to:

* keep filing cabinets and drawers locked when they are not being used;
* keep all documentation belonging to the organisation under lock and key at all times except when in use; and
* set up and use a unique password for the computer and any other digital devices.

Further, the computer [and other equipment] provided by the organisation for the homeworker must be used only for work-related purposes and must not be used by any other member of the family or third party at any time or for any purpose.

[OR

Further, any computer used by the homeworker for work-related purposes must not be used by any other member of the family or third party at any time or for any purpose unless the work on it is password protected.]

**Health and safety issues**

The organisation is obliged under health and safety legislation to ensure the health and safety of homeworkers in the same way as office-based staff. The organisation is therefore required to ensure that:

* all equipment and systems of work in the employee's home are safe;
* all articles and substances are handled and stored safely;
* an analysis of the employee's workstation is conducted;
* information and training on the safe use of equipment, including display screen equipment, is provided to the homeworker; and
* risk assessments are carried out in respect of the work the employee is carrying out.

All employees who work from home have a duty to ensure, insofar as is reasonably practicable, that they work in a safe manner and that they follow all health and safety instructions issued by the organisation from time to time.

**Insurance**

The homeworker is responsible for checking that all home and contents insurance policies provide adequate cover for the fact that they work from home.

If there is any uplift to these home insurance policies specifically on account of the work for the organisation, the organisation will meet the appropriate extra premium upon delivery by the homeworker of the appropriate receipts and documentation.

**Mortgage or rental agreements**

The homeworker is responsible for checking applicable mortgage or rental agreements to ensure that they are permitted to work from home, and for obtaining any requisite permissions to work from home.

**Requests to work from home**

Any employee who wishes to work from home should apply under the organisation's flexible working procedure.

The organisation will arrange a meeting with the employee to discuss the feasibility of the employee's request to work from home. It is the organisation's policy to view any requests for homeworking in a positive light and the organisation will, whenever it is possible and practicable, agree to the employee's request.